

**JOHN BEL EDWARDS**  
GOVERNOR



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COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of Technology Services**

June 7, 2016

**ISIS Memorandum 16-002**

**To:** ISIS Agency Liaisons  
Fiscal Officers  
Financial Management Personnel

**Subject:** AFS Extended Availability During June 30, 2016 Close

**\*\*\*\*Please distribute this important information to all AFS Users. \*\*\*\***

AFS will have the following extended hours of availability:

**For June 30th Close:**

June 20 – June 24	7 a.m. until 8 p.m.
June 27 – June 30	7 a.m. until 8 p.m.

July 1 (Friday) – Access for Control Agencies Only

July 2 (Saturday) – Access for Control Agencies Only, until June 30<sup>th</sup> close process is complete.

This schedule is being implemented to give agencies more time to complete June 30<sup>th</sup> closing tasks. During extended hours, the AFS Help Desk will be remotely monitored June 20 – 24, and June 27 – 30.

For any questions concerning this schedule, please call the ISIS/AFS Help Desk at (225) 342-2677.

HI/bg